

## **REQUEST FOR PROPOSALS**

### **California Bay-Delta Authority (CBDA) Independent Science Board Meeting and Technical Support**

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April 23, 2004

You are invited to submit a proposal to provide meeting and technical support to the CBDA (formerly CALFED) Independent Science Board under the direction of the CBDA Science Program. The attached Statement of Work describes the requirements for this work in more detail.

The Association of Bay Area Governments (ABAG) and the San Francisco Estuary Project (SFEP) provide fiscal, contract management and administrative services to the California Bay-Delta Program. Any contract resulting from this solicitation will be negotiated by ABAG and SFEP and administered by ABAG.

#### **I. Background**

The SFEP was created in 1987 under the Clean Water Act's National Estuary Program. It is a cooperative effort to promote effective management of the Bay-Delta Estuary and to restore and maintain its water quality and natural resources. Representatives from the public, all levels of government, and elected officials from all twelve Bay-Delta counties, are working together to implement the Comprehensive Conservation and Management Plan. The plan recommends specific corrective actions, monitoring programs and research goals aimed at resolving the Estuary's most critical problems.

The California Bay-Delta Program refers to the consortium of state and federal agencies described by Water Code Section 78501, also those additional agencies described in the CALFED Programmatic Record of Decision dated August 28, 2000, that will participate in implementing the CALFED programmatic plan. The mission of the California Bay-Delta Program is to develop and implement a long-term comprehensive plan that will restore ecological health and improve water management for beneficial uses of the Bay-Delta system. The SFEP's ecosystem goals and science needs overlap and are compatible with CBDA's goals. Under contract to DWR, SFEP/ABAG provide institutional support for multi-agency planning, environmental and scientific projects in the regions within CALFED's solution area.

#### **II. Services Required**

The Contractor shall perform all aspects of the required work as described in the attached Statement of Work. Contractor will coordinate with staff from SFEP, ABAG,

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CBDA Science Program, the Lead Scientist, and the Deputy Director for Science as well as with the Chair, Vice Chair and members of the Independent Science Board.

#### **III. Scope of Work and Time Frame**

This is a 10 month contract that may be extended depending on funding and satisfactory performance. Refer to attached Statement of Work for detailed elements.

#### **IV. Compensation**

Up to \$ 300,000 is available for this contract. The Contractor must be an independent contractor. No benefits are provided. Contractor is responsible for payment of applicable state and federal taxes.

#### **V. Selection Procedure**

Every proposal will be evaluated according to the criteria below. Numerical scores will be tabulated for each offer.

- 1) Relevant Qualifications and Experience - The Contractor will be evaluated based on the level of senior scientific/technical experience and background in performance of similar projects/programs. Contractor must have experience providing support to boards and panels made up of senior researchers. Contractor must show knowledge of the California Bay-Delta Program and background and familiarity with the CALFED mission, programs, and objectives. A team of 2-3 people should be dedicated to the project with the principal available about half time during the period of performance.
- 2) Education and Professional Background- Academic credentials and professional associations sufficient to support a senior scientific research technical, and science management expertise.
- 3) Proposal - The Contractor will be evaluated based on the adequacy of the submittal to respond to the goals and objectives of this Request for Proposal (RFP). Proposals must respond to all the requirements of the RFP, and must include all information specifically required in all sections of the RFP.

Highest ranking candidates will be invited to an interview at San Francisco Estuary

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Project Offices, San Francisco Bay Regional Water Quality Control Board, 1515 Clay Street, Suite 1400, Oakland, CA, at their own expense. Candidates will be interviewed and selections made by representatives of the CBDA Science Program, the Independent Science Board and ABAG/SFEP.

#### **VI. Contract Award**

Contract award shall be made to the responsible Contractor whose proposal is most advantageous to the CBDA Science Program, ABAG, and SFEP, evaluation factors, costs, and other factors, considered.

Our objective is to obtain the highest qualified contractor to achieve the objectives within the required time frame and at reasonable cost. Qualifications and experience as a whole are more important than cost.

Award of contract may not be made to any Contractor unless an agreement can be secured for all general and special contract provisions.

This RFP does not commit ABAG to award a contract. We reserve the right to reject any or all proposals received in response to this request. Applicants are informed that the award of any contract as the result of this solicitation is contingent upon the availability of funds.

#### **VII. Time Frame**

The contract funded by this RFP is expected to start June 2004.

#### **VIII. What to Submit**

To provide an objective, fair review of all proposals, the submittals are to include only the following information:

1) Transmittal Letter - Normal transmittal letter, covering highlights and unique features of your proposal. Any special terms and conditions of the offer should also be summarized in this portion of the proposal. Letter should include your office address.

Length: **One (1) page maximum.**

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2) Statement of Work - Provide a definitive proposal to accomplish the requirements as stated in this RFP. This must describe in detail the procedures and methods that will be used to achieve the stated goals of the project, preferably drawing on past experience/work conducted by the applicant.  
Length: **Four (4) pages maximum.**

3) Relevant Experiences - Provide a summary of relevant experience over the last 5 years. Length: **Two (2) page maximum.**

4) Educational and Professional Background - Provide a summary of team members educational background, including degrees. Also include special professional and/or project experience.  
Length: **Three (3) pages maximum.**

5) List of Client References - Provide a list of clients to be used as references for your work, including contact name, address, telephone number, nature of job, length of engagement, amount (e.g. 1 year, \$ 35,000).  
Length: **One (1) page maximum.**

6) Budget - Must include total funds requested for one year budget period. Provide hourly billing rates, including overhead.  
Length: **One (1) page maximum.**

7) Examples of Work - Provide two documents or articles that clearly demonstrate ability to communicate to an academic/professional/scientific audience.  
Length: **Optional, but brevity will be appreciated.**

All applications must be submitted in hard copy and as an electronic MS Word, WordPerfect, PDF or HTML document. **Proposals are due in the Estuary Project offices no later than Monday, May 24, 2004 at the close of business, 5: 00 P.M.** Questions may be directed to Marcia Brockbank at (510) 622-2325; fax (510) 622-2501; e-mail [mlb@rb2.swrcb.ca.gov](mailto:mlb@rb2.swrcb.ca.gov).

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#### **IX. Where to Submit Application**

Mailed or hand delivered hard copy should be sent to:

Marcia Brockbank  
San Francisco Estuary Project  
1515 Clay Street, Suite 1400  
Oakland, CA 94612-1413

Electronic copy must be sent to [mlb@rb2.swrcb.ca.gov](mailto:mlb@rb2.swrcb.ca.gov)

**(Receipt in our office must be by the deadline stated regardless of postmark.)**

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#### **Statement of Work**

##### **Background**

The California Bay-Delta Authority (CBDA) is committed to establishing a balanced approach to examining the scientific issues pertinent to all program elements. The Bay-Delta Program's Independent Science Board (ISB) was established to help the Authority maintain a balanced approach to the scientific issues that underlie important policy decisions. The ISB will provide insights that can make the science underlying those programs, the application of that science, and the technical aspects of those programs the best they can be. The CBDA Science Program requires the assistance of a Contractor to coordinate and facilitate the ISB meetings. This work will require a working knowledge of a variety of scientific disciplines as well as high level knowledge of the science-related issues and geography of the Bay-Delta region and the CALFED Program's issues and institutional history and development as well as an ability to work with scientists of the stature invited to serve on the ISB.

##### **Task 1 - Coordinate Independent Science Board (ISB) Meetings**

Contractor, working closely with Science Program staff and the ISB Chair and Vice Chair, will plan for, organize, and assist with running ISB meetings. Activities will include scheduling, development of agendas, tracking subcommittee activity and action items between meetings, circulating materials, such as technical memoranda and progress reports, in advance of and at the meetings, arranging for technical presentations or speakers to address issues identified by the ISB, recording meeting discussions and preparing meeting notes synthesizing technical discussions and noting conclusions reached on issues, and facilitating ISB discussions as needed. All ISB meetings are assumed to be two days in length, with the ISB meeting once per quarter (four times per year). Contractor will be responsible for making arrangements for meeting space, meals as necessary, and overnight accommodations for ISB members. Contractor will be responsible for meeting setup, audio-visual equipment and other logistics.

Specific deliverables will include:

- Meeting schedule and associated arrangements (space, etc);
- Insuring adequate posting of meetings on CBDA website;

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- Producing and distributing final meeting agendas; and associated materials for Science Program staff and ISB member review and preparation prior to meetings;
- Producing and distributing draft and final meeting notes and insuring Science Program website posting.

Draft meeting notes will be provided to the ISB Chair and Vice Chair, Lead Scientist and Deputy Director for Science and key staff . Based on comments received, final notes will be prepared, including notes from any public session that can be posted on the CBDA website. In addition to coordinating ISB meetings, Contractor will facilitate communication between the ISB scientists and Science Program staff or other CBDA staff as directed. Contractor will communicate relevant information from Science Program staff to the ISB.

Draft agendas will be prepared 6 weeks before each meeting, and final agendas will be distributed at least 4 weeks prior to each meeting. Draft versions of ISB meeting summaries will be provided to the ISB Chair and Vice Chair, Lead Scientist, Deputy Director for Science, and others as directed within 3 weeks following each meeting. Final meeting summaries will be completed and distributed within 1 week following receipt of all comments on the draft.

#### **Task 2 - Provide Technical Support to ISB Subcommittees**

The Contractor will work closely with ISB subcommittees between meetings to support various work assignments. Subcommittees at this time include New Member Subcommittee; ERP/EWA Subcommittee; Levee Integrity Fact-Finding Subcommittee; and Science Program PSP Subcommittee. This task will include coordinating subcommittee conference calls, compiling information, preparing for and attending workshops, and drafting documents including call summaries and action items.

#### **Task 3- Special Projects**

At the direction of the Lead Scientist or the Deputy Director for Science, Contractor will conduct research and prepare materials for ISB meetings. These assignments may include gathering, synthesizing, and summarizing information on topics requested by ISB members, and may require expertise in any or all of the scientific disciplines encompassed by the CALFED Program. Contractor may need to conduct literature searches, interviews with scientists, CBDA staff members, and stakeholders to collect

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the needed information. In addition, Contractor may need to extract relevant information from a large amount of data and describe or summarize this information in a format appropriate for the ISB.

For each assignment, Contractor will provide a draft report or summary of results and conclusions for the Lead Scientist, Deputy Director for Science, or other parties selected by the Lead Scientist or Deputy Director for Science to review. Contractor will then revise the draft based on comments received and will create a final version for distribution to the ISB.

Schedules for deliverables under this subtask will be negotiated between Science Program Deputy Director and Contractor at the time each assignment is made.